

Meeting Procedures of the Native American Graves Protection and Repatriation Review Committee Meeting

I. Authority.

- A. The Native American Graves Protection and Repatriation Review Committee (Review Committee) is established pursuant to provisions of the Native American Graves Protection and Repatriation Act and its implementing regulations [25 U.S.C. 3006, 43 CFR 10.16].
- B. Activities of the Review Committee are subject to provisions of the Federal Advisory Committee Act and its implementing regulations [5 U.S.C., App., 41 CFR 101-6 and 102-3]

II. Scheduling meetings. Prior to adjourning a meeting, the chair is responsible for ensuring that tentative dates and locations of the next two meetings have been set. Meetings may be conducted in person or, if available, though audio or visual conference call.

III. Agenda.

- A. The chair and Designated Federal Officer (DFO) will request agenda items from Review Committee members.
- B. The chair and the DFO will consult and agree on each meeting agenda.

IV. Public notice.

- A. The DFO will publish a notice of each Review Committee meeting in the Federal Register.
- B. Following publication, the meeting notice will be posted on the National NAGPRA Website (<http://www.cr.nps.gov/nagpra/>).

V. Distribution of Meeting Materials. Written materials related to the agenda will be distributed to Review Committee members at

least 15 days prior to each meeting. At that time, the draft agenda will be posted to the National NAGPRA Website. A final agenda will be distributed at the meeting.

VI. Public participation. The public may participate in Review Committee meetings in three ways: scheduled presentations, written comments, and open comment.

A. Scheduled presentations.

1. Requests to address the Review Committee should be received at least 30 days before the scheduled meeting date. Requests received later than 30 days before the scheduled meeting date will be considered by the chair on a case-by-case basis.
2. Requests must indicate whether the presentation is on behalf of an Indian tribe, Native Hawaiian organization, Federal agency, or museum, or other type of organization or on behalf of an individual. Requests on behalf of an Indian tribe, Native Hawaiian organization, Federal agency, or museum must be submitted on official letterhead.
3. Requests must include a summary of the proposed comments that will be evaluated to determine their relevance to the committee's business.
4. Requesting parties will be notified whether they are included on the agenda at least 15 days before the scheduled meeting date. Notification will specify the time and duration of the presentation.

- 5. Scheduled presentations may be made in person or, if available, through audio or visual conference calls.
- B. Written comments. Written comments will be accepted from any party and provided to the Review Committee. Written comments received at least 20 days prior to the scheduled meeting date will be provided to the Review Committee before the meeting. Written comments received later than 20 days prior to the scheduled meeting date will be provided to the Review Committee at the meeting. The chair will acknowledge written comments during the meeting.
- C. Open comment. Each meeting agenda will include time for open comment. The chair will call for open comment, and any meeting participant may comment after being recognized by the chair. The committee chair shall ensure that open comments are appropriate and relevant to the Review Committee's business. Open comments may be made in person or, if available, through audio or visual conference calls.
- D. Approval. The DFO will send the certified minutes to the chair for approval on behalf of the Review Committee.
- E. Distribution. Following approval, the DFO will post the minutes to the National NAGPRA Website. Copies of the minutes will be distributed at the subsequent Review Committee meeting and the review of the minutes will be included on the agenda.

APPROVED: March 3, 2006

Rosita Worl, Chair

C. Timothy McKeown,
Designated Federal Officer

VII. Transcripts. The DFO will record each meeting, and the DFO will prepare a transcript from the recording. Meeting transcripts will be available in the DFO's office. The DFO will distribute meeting transcripts to the Review Committee members electronically.

VIII. Minutes.

- A. The DFO will prepare minutes of each meeting from the transcript.
- B. Review of draft minutes. The DFO will distribute draft minutes to the Review Committee members for review and comment, and the DFO will incorporate Review Committee members' comments as appropriate.
- C. Certification. Following incorporation of comments, the DFO will certify the minutes. As required by FACA, the DFO must certify the minutes within 90 calendar days of the meeting.